



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY GARRISON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

REPLY TO  
ATTENTION OF:


IMSE-GOR-PLT

9 August 2005

MEMORANDUM FOR RECORD

SUBJECT: Welcome Letter

1. The staff at the Fort Gordon, Directorate of Plans, Training, Mobilization & Security (DPTMS), Training Division welcomes you. The Training Division serves as the single point of contact for administrative, logistical, and training support for the U.S. Army Reserve (USAR), National Guard (NG), and other Department of Defense (DOD) agencies during their training at Fort Gordon. Fort Gordon is dedicated providing day-to-day support operations to meet your training needs. The Training Division provides year round training for more than 60,000 Reserve and National Guard personnel, supporting units from all 50 states, Puerto Rico and the Virgin Islands. Our office is located at Building 21706, Barnes Ave corner of 21st Street. Normal office hours are Monday through Friday from 0730-1600 hrs.
2. DPTMS Training Division's primary focus is to support your activities training requirements. It is our expectation that your Soldiers undergo a physically and mentally comprehensive program of unit training leading to a rewarding and challenging unit training experience.
3. In our effort to better serve you we have enclosed several enclosures that we hope will be of assistance to your mission planning and that you should utilize during your stay at Fort Gordon.
4. Our staff is dedicated to providing quality service to our customers. We request that prior to your departure you consider taking the opportunity to submit your recommendations and/or concerns on how we can better support your efforts. It is our desire that your training experience at Fort Gordon will foster a close habitual relationship, and will cause you to return again. If you have any questions or require additional information, please don't hesitate to contact us.

  
JAMES WINDHAM  
MAJ, EN  
DPTMS, Chief Training Division

Enclosure 1 – to DPTMS-Training Division Welcome Letter  
SUBJECT: General Policies

1. IN-OUT PROCESSING: All visiting units OIC/NCIC will report to the DPTMS-Training Division within 24 hours of arrival at Fort Gordon. Due to our transition from a military to a civilian workforce it is appreciated if all in-out processing take place during our office hours. In the event that a particular unit cannot adhere to our office hours, we request prior coordination with our operations personnel for your arrival and/or departure. Absolutely, no in or out-processing will be conducted on Sundays without prior coordination and funding.
2. MANDATORY IN-BRIEFING MEETING: There will be a Mandatory In-Briefing Meeting the first Monday after unit arrival with the Senior Ranking Enlisted member of each unit receiving support from Training Division. This meeting will be conducted at 0900 hours at DPTMS, Training Division, Bldg. 21706, Operations Section. Senior Ranking Enlisted members will provide a by name roster (Name, Rank, Gender) of all unit personnel present for training.
3. SAFETY: All commanders and unit personnel will make safety the highest priority while training on Fort Gordon. Organizations at all levels will use the formal Risk Management Process for each training event/mission.
4. ENVIRONMENTAL PROTECTION AND CONSERVATION: Protecting Fort Gordon's environment is a critical mission for every Soldier. Only through the safe and responsible use of our training lands can Fort Gordon continue to meet the needs of our users. It is the commander's responsibility to ensure that soldiers in their command are aware of this responsibility.
5. OFF LIMITS AREAS: The first floor of Bldg 21715 and 21716 are designated as off-limits (except washers) to all Soldiers performing IDT, ADT or Annual Training. This area has been designated as the living area for those Soldiers who are returning home injured and recuperating from the Global War on Terrorism. We request that your Soldiers provide the proper respect to these Soldiers while sharing the utilization of these billets.
6. SICK CALL: Units training at Eisenhower Army Medical Center (EAMC) will coordinate with TMC # 3, 2d Floor. All other units should coordinate directly with Connelly Health Clinic, Building 29709, B Street. Contact phone numbers are 787.5149/5174/5143/5146.
7. EMERGENCY AFTER HOURS CONTACT: All after hours emergency issues should be processed through the Installation Operations Center (IOC) located on the 3<sup>rd</sup> floor of Bldg 33720 (Darling Hall) or at 706 791-9747 / 9748. They are a 24/7 operation, and can assist or direct your needs request. If you are in training areas over night maintain contact with them with the Land Mobil Radio (LMR) Range Control will issue you.

Enclosure 1 – to DPTMS-Training Division Welcome Letter (continued)  
SUBJECT: General Policies

**8. BARRACKS CLEANLINESS:** Enforce army standards of cleanliness and upkeep. Maintain sleeping areas & common areas in an acceptable state of cleanliness. Latrines, showers, wash areas, corridors & day rooms will be cleaned on a daily basis. Cleaning closets should be well maintained & organized at all times. Building deficiencies will be reported directly to Training Division Supply Supervisor upon discovery. Emergency situations after duty hours (electrical, plumbing, A/C, heating) will be reported directly to DPWL at 791-5520. Please provide the work order number for emergencies called in to the Training Division Supply Supervisor during the following duty day. The major unit occupying each barrack is asked to coordinate exterior grounds maintenance one time each week during training, including lawn and shrub maintenance and edging with other occupants of the facility. Equipment will be loaned to units from Training Division Supply.

**9. BARRACKS DISCIPLINE:** Enforce army standards of discipline and order. Noise discipline will be maintained at all times. Units will create awareness of other units that may be utilizing the billets. Absolutely no smoking or alcoholic beverages is permitted inside the billets. Leadership will enforce strong principles of care and maintenance of facility property. Individuals may be held accountable for destruction and misuse of government property. In the event that during final inspection facility property has been identified as damaged, loss and/or misused, the outgoing unit will be required to submit appropriate statement(s) as required for further investigation and or statement of charges.

**10. BARRACKS UTILIZATION:** At no time should sleeping quarters be utilized as orderly rooms, admin area, supply areas or dayrooms. Units doing so will forfeit their right to usage of that particular area. At no time will units rearrange furniture in sleeping quarters, day rooms or common areas.

For safety & energy conservation purposes all doors, windows and exits will remain closed and free of debris at all times. It is prohibited to block open door for foreign objects such as doorstops, string, etc. All lights and electrical equipment will be turned off when not in use. It is prohibited to install heating and/or air-conditioning units in windows or any rooms. Units doing so will run the risk of having their equipment removed and impounded by proper post authorities and they will not be returned. Fans are permitted.

**11. MATERIAL SUPPORT:** Make sure your unit has requested everything you need for your training with the Training Division Scheduling Office. Please include all items you will need to hand receipt when you arrive. Items not requested ahead of time may or may not be available when you arrive, and you will not receive them. Prior planning for all contingencies is the best policy. This does not mean you will get everything you request, some items may depend on funding, availability, or first come first serve basis. Early requests help assure support as available.

Enclosure 1 – to DPTMS-Training Division Welcome Letter  
SUBJECT: General Policies

12. TRAINING AIDS: The Training Support Center (TSC) has a wide variety of Training Aids available for units training at Fort Gordon. Units are encouraged to contact the TSC at 791-7241 for aides that are available. Coordination for Training Aides will be through the DPTMS Training Division, Supply Section and should be requested on Training Support Request (TSR).

13. MORALE, WELFARE & RECREATION (MWR) FUNDS: Units conducting Annual Training on Fort Gordon will report within 72 hours to Ms. Norton, Darling Hall, Building 33720, Room 260, COMM 706-791-4287. Copy of unit group or individual orders with all changes and/or annexes is required. Units will also submit Alpha Roster with Soldiers on ground attending training.

14. DUMPSTERS: Areas around dumpsters are to remain free of debris at all times. Under no circumstances will units allow the disposal of garbage around the dumpsters. No trees, metals, or other items are permitted in dumpsters. Garbage collections are an off post contract service and if garbage is on top of the dumpster, or piled in front they will simply drive by and not collect it. Unit Leadership is asked to check this area constantly to ensure proper garbage collection.

15. UTILIZATION OF VEHICLES: Enforce adherence to parking regulations established. At no time should visiting units or POV utilize reserved parking spaces. Parking vehicles around barracks is also prohibited. You may load and unload, but only for the amount of time needed. TMP/GSA vehicles are for training use only. At no time will TMP/GSA vehicles be utilized for personnel or recreational purposes. Any other issue must be cleared through the Chief, Training Division.

16. RANGE / TRAINING AREA CERTIFICATION: Certification training is mandatory prior to occupying Firing Ranges / Training Areas. Range Certification training is conducted every 2nd and 4th Friday 0800-1130 at RTC, Bldg Range 6. Coordinate thru Range Control, located in Bldg 482 on North Range Rd.

17. CLEARANCE OF FACILITIES: Prior to departure all units conducting training at Fort Gordon are required to clear the facilities. All assigned latrines, showers, wash areas, corridors, & day rooms will be cleaned prior to departure regardless of use or non-use by unit. Units will coordinate with DPTMS supply personnel the use of lawn equipment and ensure all grass surrounding billeting area is cut prior to inspection, and a thorough police call is done. Units not complying with these requirements will not be cleared for departure.

18. AFTER ACTION REPORT (AAR): All units or activities conducting Annual Training at Fort Gordon will submit an After Action Report to DPTMS- Training Division, prior to departing Fort Gordon. A format for the AAR is at enclosure 3.

Enclosure 2 – to DPTMS-Training Division Welcome letter  
 SUBJECT: Useful Telephone Numbers

Useful Telephone Numbers	
Action	Phone
Alcohol & Drug Abuse	706.791.3674
Ambulance, Emergency Only	706.787.6686
Ambulance, Non-Emergency	706.787.6582
American Red Cross	706.787.6311/6341
Army Emergency Relief	706.791.4181
Chaplain Installation Office	706.791.4683
DPTMS-Tng Div, Ammo Technician	706.791.2422
DPTMS-Tng Div, Chief	706.791.1585
DPTMS-Tng Div, Lead Training Technician	706.791.1552
DPTMS-Tng Div, Operations NCOIC	706.791.6383
DPTMS-Tng Div, Supply Technician	706.791.1534
DPTMS-Tng Div, Supv Supply Technician	706.791.4057
DPTMS-Tng Div, Training Technician	706.791.5321
Environmental Hotline	706.791.4286
Field Sanitation Certification	706.787.1216
Fort Gordon Operator	706.791.0110
Installation Operations Center	706.791.9747/9748
Legal Assistance	706.791.7812
Military Police, Emergency	911
Military Police, Non-Emergency	706.791.2681/4380
MWR Funds (Bring Orders & Annexes)	706.791.4287
Poison Control	706.787.4171
Post Protocol Office	706.791.0022
Range Control, Certification Tng, Bldg 482, N Range Road	706.791.5005/5008
Religious Education Center	706.791.2837
RTS-MED	706.791.7999
Safety Office	706.791.4405
Sick Call, Connelly Health Clinic, Bldg. 29709	706.787.5149/5174
TASC-Training Aides	706.791.7241
Taxi	706.722.5588
TMP-Vehicles	706.791.4885
Weather Information/Wet Bulb	706.791.9734/9747
TISA	706.791.2401

Enclosure 3 – to DPTMS-Training Division Welcome letter  
SUBJECT: Sample After Action Report (AAR)

UNIT LETTERHEAD/HEADING

Office Symbol

Date:

MEMORANDUM FOR Directorate of Plans, Training, Mobilization & Security (DPTMS),  
Training Division, ATTN: IMSE-GOR-PLT, Fort Gordon, GA, 30905-5730

SUBJECT: After Action Report (AAR), Annual Training

1. This After Action Report pertains to the Annual Training of (Unit) utilizing facilities at Fort Gordon, GA.
2. Period of Training:
3. Attendance: (officers and enlisted personnel):
4. Training Areas, Ranges & Facilities used (suitability and condition of each):
5. Significant problem area encountered (recommendations as appropriate):
- 6: Any additional information considered of value to enhance future training at Fort Gordon, GA.

Commanders Signature Block